



RYDE LAWN TENNIS AND CROQUET CLUB

INSPECTION CHECKLIST

Inspection no 03 Areas inspected Club house & surrounding grounds

Inspected by Carrie Bateman & Richard Hutchins Date 23/10/18

HAZARD	YES/ NO	COMMENTS (location & brief details)	ACTION TAKEN (with dates)
Cleanliness			
Are work surfaces, shelves & floor kept clean & tidy?	Yes	Initial instruction to all catering volunteers to all follow consistent procedures as indicated in Health Hygiene standards – sign the food safety file in the kitchen. During summer season cleaner employed every day. During winter season cleaner attends the club four times a week	Refer to cleaning and preparation procedures displayed in kitchen. Also instruction manuals
Are walls & ceilings clean & in good condition? <i>(not cracked, chipped or peeling)</i>	Yes	Recent renovation of club house and the kitchen has been completed inside and outside the building	Continue maintaining Club house and surrounding areas as required. Floor in the outside changing room may need attention. VG
Are all surfaces easy to wash down?	Yes		
Are equipment, crockery & utensils cleaned thoroughly after use?	Yes	Dishwasher purchased for the kitchen and glass washer recently purchased for the bar area.	
Are sinks and drains working properly? <i>(not blocked or smelling)</i>	Yes		
Is deep cleaning carried out regularly? <i>(note when last carried out)</i>	Yes	Work is organised by JS & Social Committee annually at the start of the spring season. Opening and closing checks are carried out after each event.	Everything completely refurbished
Is the goods delivery area kept clean & free from clutter?	Yes		
Disposal of Waste			

Are waste food & other waste removed from the kitchen at least once per day?	Yes	All waste removed every time the kitchen is used for food purposes. Refer to training files	.
Is waste cooking oil & fat disposed of correctly? (via a specialist collection agent)	Yes		
Is waste stored in a bin or similar container with a tightly fitting lid?	Yes		

HAZARD	YES/ NO	COMMENTS (location & brief details)	ACTION TAKEN (with dates)
Disposal of Waste (Cont)			
Are broken glass & other sharp waste put in a puncture-proof container or wrapping before disposal into a bin?	Yes		Any broken glass will now be immediately disposed of in the green bins
Are refuse bins kept at a distance from the kitchen?	Yes	Main bins outside building	
Are refuse bins emptied regularly?	Yes		
Are trolleys available for moving heavy or large loads? (manual handling assessments needed for handling heavy or awkward loads)	Yes	The club currently has one trolley stored in shed for heavy loads	8/6/15 – Committee agreed to display a sign by the trolley with safe/correct lifting instructions for volunteers to follow (MB) VG
Food Hygiene			
Are Volunteers trained in basic food hygiene practices? (check training records)	Yes	Training in-house Health & Hygiene procedures provided via guidelines pack. Food Safety inspector last visited 18.10.18 which resulted in 5 Star rating	All volunteers are made aware of all Food Safety procedure before undertaking any kitchen duties and sign to confirm this
Are food deliveries attended to immediately?	Yes		
Is cooked & raw food stored & prepared separately?	Yes		Clear instruction fully displayed
Are refrigerators & freezers clean & working properly? (freezer temperature 18°C or less, Fridge 1°C - 8°C max)	Yes	Checked daily when kitchen is operational. Check file attached to the fridge	Maintained by Social committee
Pest Control			
Are kitchen, servery & storage areas regularly checked for pest (mice, insects, etc) infestations? (note date of last check & name of pest control company)	Yes	Volunteers are informed to Report any concerns immediately to (JS) Maintenance	None reported at present
Are pest control visits made out of hours e.g. at night?	No	Not deemed necessary	
Toilets and washing facilities			
Are there enough toilets?	Yes	Individual toilets for Men, Women and disabled toilets	
Are toilets and washbasins clean and in working order?	Yes	Cleaned and maintained by employed cleaner	

Are hot water, soap & hand-drying facilities provided?	Yes	Hot & cold water facilities; hand soap provided with paper towels & blow dryers	
Is there a rest area away from the kitchen, where people can sit, eat & drink? <i>(may be part of dining area)</i>	N/A		
HAZARD	YES/ NO	COMMENTS (location & brief details)	ACTION TAKEN (with dates)
Ventilation			
Are cooking smells & steam removed from the room?	Yes		
Is there a supply of fresh air with no draughts?	Yes		
Lighting			
Is the lighting bright enough, especially over work surfaces & cookers?	Yes		
Are steps, stairs & storerooms properly lit?	Yes		
Are light shades & diffusers clean & in good condition?	Yes	Regular checks carried out by JS VG?	
Slips, Trips and Manual Handling			
Are the floors in a good condition? <i>(no cracks, bumps or worn bits)</i>	Yes	All floors replaced during the recent refurbishment in the clubhouse, kitchen and changing rooms. 2017/18	
Are the floors free from obstructions? <i>(such as boxes or rubbish)</i>	Yes	Flooring areas are kept clutter free to minimise risks of slips, trips and falls.	
Are floor surfaces slip resistant?	Yes	Kitchen area, main clubhouse house and changing rooms modernised/extended (2017/18)	
Are spills cleared up immediately?	Yes		
Are 'caution – wet floor' signs used when floors have been washed?	Yes		Wet floor sign available for use
Are Volunteers wearing suitable closed-in, slip resistant shoes?	Yes		
Are steps & stools provided where needed?	Yes	Kept in maintenance shed	
Are steps & stools in safe condition? <i>(not broken or wobbly)</i>	Yes	Maintained by JS (Maintenance)	

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Fire Precautions			
Are fire doors & escape routes free of obstructions?	Yes	Escape routes kept clear	

Are fire doors clearly marked & kept closed?	Yes		
Do fire door closing mechanisms operate properly?	Yes		
Are vision panels in doors unobstructed?	N/A	No doors with vision panels at club	
Are fire extinguishers of the correct type and tested annually? <i>(check last test date on label)</i>	Yes	Last checked by Wight Fire summer 2018?	No Action Required
Are fire blankets provided & checked annually? <i>(check last test date on label)</i>	Yes	Checked by Wight Fire summer 2018	All signs replaced and repositioned by Wightfire after refurbishment June 2017. Kitchen inspected? Summer 2018
Have Volunteers been trained in use of fire blankets?	No	Volunteers made aware of instructions displayed in kitchen	As above Sign displayed with simple instructions
Are up to date fire action notices displayed where Volunteers can read them? <i>(what to do in event of fire & fire assembly points)</i>	Yes		All signs replaced June 2017.
Can fire alarms be heard in all areas, including storerooms and toilets?	N/A	There is a smoke alarm in the kitchen and clubhouse which can be heard in all areas	Re-checked and found to be in good working order Date
Are fire drills carried out at least once per term? <i>(check fire evacuation records)</i>	No		Management Committee agreed to give a small speech/talk on action in an event of a fire at the start of any social functions held at clubhouse. Review fire alarm procedure at the AGM
Are 'no smoking' rules followed? <i>(look for cigarette butts)</i>	Yes	No Smoking in Clubhouse or grounds. Take out?	Do we need to reinstate signs?
Machinery and Equipment			
Are Volunteers trained to use & clean food preparation equipment safely? <i>(check training records)</i>	Yes	All volunteers are made aware of the Clubs Food Safety File.	
Is machinery and equipment regularly inspected & maintained? <i>(fixed equipment every six months)</i>	Yes	All equipment that is faulty is reported to JS or committee team for action	
Is there a procedure for reporting faulty machinery or equipment & taking it out of use until mended? <i>(note details of this procedure)</i>	Yes	As above	
Is there a working telephone available?	Yes		

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Electrical Safety			

Are electrical sockets and equipment placed away from sinks and hotplates?	Yes		
Is electrical equipment regularly inspected and tested?	Yes		Recent work carried out at the club and certificated ?
<i>portable electrical equipment tested every 3 years – check test labels</i>	Yes	As above last recorded 2009	PAT testing will be carried and completed 7/11/11 JF to inspect Nov 2018 Arrange PAT testing every ? years Needs to be done – TV
Does all electrical equipment pass visual inspection?	Yes	Any concerns are reported to JS (Maintenance)	
Visual inspection of equipment			
<i>Switch off and disconnect (unplug) equipment before inspecting. Then look for danger signs</i>			
• Are cable covering intact	Yes	Tracking in place	
• Damage to the plug - is the casing intact and pins straight?	Yes		
• Are leads intact without any joins.	Yes		
• Outer covering of cable is gripped where it enters the plug or equipment - see if the coloured insulation or copper of the internal wires are completely covered. • the plug, equipment or socket is free from indications of overheating (eg brown burn marks) <i>Label any faulty equipment with 'do not use' signs & take out of use until checked by an electrician. Encourage other Volunteers to report any faults etc.</i>	Yes		
Gas Safety			
Are gas appliances regularly checked & serviced by qualified fitters? (<i>every six months</i>)	No	The Club has no Gas equipment installed at present other than a Barbeque gas Cylinder	Barbeque bought 2018 and stored in shed
Are Volunteers trained to use gas appliances safely? (<i>check training records</i>)	No	As above	
Do Volunteers know what to do in a event of a gas leak?	No	As Above	
HAZARD	YES/ NO	COMMENTS (location & brief details)	ACTION TAKEN (with dates)
Chemicals			
Are all chemicals clearly labelled? (<i>e.g. cleaning materials, disinfectants, detergents, pest</i>)	Yes	Child safety lock in place for chemicals/bleach	

<i>killers)</i>			
Have Volunteers been trained to use these chemicals safely?	No	Refer to individual labels for instructions	
Do Volunteers know what to do in an emergency?	Yes	Refer to individual labels for instructions	
Protective Clothing			
Are rubber or plastic gloves provided to protect against skin damage from hot water, detergents, disinfectants & other chemicals?	Yes	Gloves available in kitchen	
Are heatproof gloves or gauntlets provided for taking dishes in & out of hot ovens?	Yes	Gloves available in kitchen	
Is all protective clothing replaced as soon as it is worn out or damaged?	Yes	Social committee replaces when required	
Are clean overalls provided	Yes	Clean overalls available for kitchen areas and are changed after every social event	
First Aid			
Are first aid boxes clearly marked and fully stocked?	Yes	Diana Harris checks & re-stocks First Aid supplies	Carrie? Does Diana do this?
Accidents and Illness			
Are accidents reported in an accident forms (<i>check accident records kept at club</i>)	Yes		Where are the accident forms? Purchase accident report book
Do Volunteers report symptoms which may cause food poisoning? (<i>diarrhoea, vomiting, skins rashes, boils, fever, discharges from ear or nose</i>)	N/A	Volunteers would not work in the kitchen if unwell or recovering from illness	

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Car Park & Grounds			
Are the club gates in good working order?	Yes	Information removed	
Do they stay pinned back when open?	Yes		
Is there any difficulty in opening them?	No		
Is there access for emergency vehicles?	Yes		
Is there a speed sign and is the pedestrian pathway in the car park clearly identified?	Yes		
Are the pathways and steps leading to the courts & clubhouse safe, clean & free from debris/hazards?	Yes	Majority of seats have been placed behind the courts..... some seats need repair?	

Is the safety lighting around the courts and pathways in good working order?	Yes	Extra emergency lighting and security lighting has been installed around the clubhouse	Also Refer to Lighting. Extra wattage for surround court lights
Playing/training area			
Are the court & lawn surfaces clean and free from debris?	Yes	Maintained by club volunteers and groundsman	Issue with mud seeping through surface of courts 3, 4 and 5 after rain. Quotes obtained for resurfacing and extra drainage. It is felt that water table has been affected by School new build.
Are the courts & lawn surfaces safe to use?	Yes	Guidelines for safe use of Astroturf courts given to all members and signs displayed on appropriate footwear & clothing	New signs might be required!?
Are the courts in good working order?	Yes	Maintained by Steve & club committee	
Are the court gates in good working order?	Yes		
Do the gates open easily and close safely?	Yes		
Is the area fit and appropriate for activity?	Yes		Coaches to assess playing area prior to coaching sessions.
HAZARD	YES/ NO	COMMENTS (location & brief details)	ACTION TAKEN (with dates)
Tennis Equipment			
Is the equipment used fit & sound for activity and suitable for age group/ability?	Yes	Refer to Coaches own risk assessment	
Performers			
Do coaches check that performers' registers are up to date with medical information and contact details?	Yes	?????????????? Medical information stored Allergy file with list of children required and policy re severe allergies. MO/DH	Action: Decide how relevant information on children is stored, updated and how coaches are informed.
Are performers appropriately attired for the activity (see rule 19)	Yes		
Sheds			
Are any flammable liquids/gases or harmful substances stored appropriately and in line with COSHH regulations?	Yes	Small amount of Petrol stored in locked shed, inside a locked cabinet, access to appropriate members only.	
Is equipment stored in the sheds safely and at a safe accessible level?	Yes		

Is there any obvious potential hazard in the sheds?	No	
Is there any obvious potential hazard immediately outside and surrounding the sheds?	No	Movement light has been installed to improve lighting approaching sheds during darkness.



This Risk assessment was carried out by:

Name: Carrie Bateman **Signed:**

Name: Richard Hutchins **Signed:**

Name: Vernon Gibbs **Signed:**

Date: